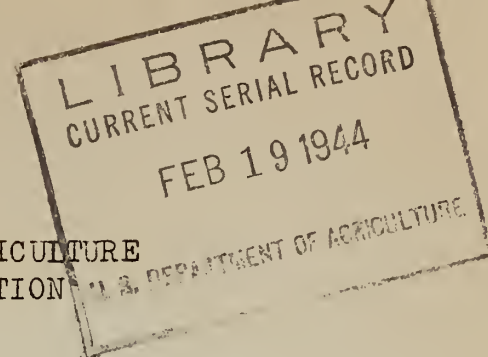


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UNITED STATES DEPARTMENT OF AGRICULTURE
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Washington, D. C.

April 22, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-14

To: Washington Finance and Accounts Division and Chiefs,
Regional Fiscal Divisions

From: H. O. Hart, Chief, Accounting Management Section

Subject: Transfer of Travel Advance Accounts

It has been the procedure in the past for the Regional Fiscal Office to contact the Washington Office when it desired the transfer of a travel advance account of an employee from either the Washington disbursing office or from one regional disbursing office to another.

In order to facilitate and expedite these requests for transfer, you are advised that all future requests for transfer of such accounts from one regional disbursing office to another or from the Washington disbursing office to any of the regional disbursing offices should be made directly to Mr. G. F. Allen, Chief Disbursing Officer, Attention: Chief, Field Operations Subdivision, Treasury Department, Washington, D. C.

These requests are to be accompanied by a true certified copy of the current Letter of Authorization (Travel) and any amendments thereto issued to the traveler.

- A copy of the request should be forwarded to the Washington or Regional Fiscal Office from which the account is being transferred, for completion of records.

H. O. Hart

